



Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

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MINUTES

January 28, 2002

Staff Performance Review

Town Report

Community Development Plan Task Force

Review of roadway improvements and guardrail and retaining wall design specifications per Great Brook Estates Definitive Subdivision Plan, 195 Rutland Street, Map 26, Lot 18D

Discussion of proposed amendments to Subdivision Rules and Regulations

Vice Chair Michael Epstein called the meeting to order at 7:30 p.m. in the Clark Room at Town Hall. Board Members Louise Hara (Clerk), Tom Lane (Treasurer) and Kate Reid were present. Member Phyllis Zinicola arrived at 7:32 p.m. during approval of the minutes. Members Michael Abend (Chair) and Dan Holzman were not present this evening. Planning Administrator George Mansfield and Administrative Assistant Anja Stam were present and *Mosquito* reporter Susan Yanofsky arrived at 9:40 p.m.

Reid noted a typographical error and made a clarification to the minutes of January 14, 2002. She then moved and Hara seconded a **motion to accept the minutes of January 14, 2002 as amended**. The motion carried 4-0. (*Zinicola arrived.*) The minutes of the January 14, 2002 executive session were also reviewed and Epstein made one clarification. Reid moved and Hara seconded a **motion to accept the executive session minutes of January 14, 2002 as amended**. This motion carried 5-0.

The **bills** were circulated for signature and Mansfield noted that he was still awaiting itemization of the bill from Earth Tech. Epstein suggested that the Board consider either retaining a new engineering firm or requesting a different lead engineer at Earth Tech. Board members agreed and asked the staff to prepare a list of other potential engineering review firms.

Lane presented three **budget** scenarios for FY03. Each version followed FinCom's guideline of a maximum 2.5% increase in spending. They differed in the amount budgeted for the Planning/Professional account. Lane proposed increasing this account by the 2.5% guideline, level funding it, or decreasing it by 20% in order to level fund the overall PB budget. Although Abend was not present this evening, he had indicated his preference for the second option. After some discussion, the Board agreed that the Planning/Professional account should not be decreased, but that they could not reliably predict future spending from this account. The Board speculated that the proposed "wireless study" could exceed the current budgeted amount significantly, and other consultants might be needed in the future. Members agreed to request level funding of the Planning/Professional account and a 2.5% increase of other accounts. Lane noted that wage adjustments based on merit and the wage and classification study would be funded separately. Mansfield said that he spoke with the Town Administrator who told him that the Selectmen have not decided whether to fund such wage increases. He encouraged Board members to attend the Selectmen's meeting on Feb. 12th at 8:00 p.m. to support employee compensation as proposed last year.

Staff Performance Review

Mansfield reported that Abend expects to complete review of the staff this week.

Town Report

Mansfield stated that he would complete the Town Report this week. Epstein agreed to review the final draft before it is submitted to the Town Administrator.

Community Development Plan Task Force

Lane agreed to review his materials and Carlisle's existing development plans in order to report at the next PB meeting.

Review of roadway improvements and guardrail and retaining wall design specifications per Great Brook Estates Definitive Subdivision Plan, 195 Rutland Street, Map 26, Lot 18D

The applicants, Albert Ira Gould and Betsy Goldenberg were present.

The Board reviewed a fax received on January 25, 2002 from Ira Gould, in which he summarized his findings regarding various guardrail options. In conclusion, he recommended the use of 8"x8" ACQ pressure treated lumber posts and oxidizing steel rails. The Board also reviewed a summary of area guardrails prepared by Mansfield. He noted in particular a guardrail located on Carriage Way, with 8"x8" pressure treated posts and 3"x6" wooden rails. Although this option seemed most aesthetically pleasing, Gould suggested that it is likely this guardrail does not meet AASHTO specifications. Mansfield also reported that he and Hara met with DPW Superintendent Gary Davis this morning, and he did not indicate a preference for guardrail design. Hara asked if the posts could be finished with beveled edges. Gould agreed to look into this option.

Reid moved to specify guardrail design on Great Brook Path based on recommendations by engineer John C. Kliethermes in his letter to Ira Gould dated January 24, 2002 as follows: 8"x8" ACQ lumber posts will be placed within the existing sonotubes, packed with crushed stone and faced with oxidizing steel rails. Zinicola seconded the motion and it carried 5-0.

Reid expressed frustration that the review engineers had overlooked the lack of guardrail specifications on both the Carriage Way and Great Brook Estates plans. She noted that other items have also been overlooked in the past. Reid suggested that the Board should develop a checklist of items for review engineers. She suggested that Mansfield contact the engineers to remind them of certain areas that require careful review. Stam suggested drafting a standard cover letter to be sent with each request for engineering review. Mansfield and Stam agreed to work on this after the Subdivision Rules and Regulations are amended and approved.

Discussion of proposed amendments to Subdivision Rules and Regulations

From 8:30 p.m. to adjournment, the Board discussed the proposed amendments to the Subdivision Rules and Regulations.

Hara reported on her meeting with Gary Davis. She said that he would like to be included in the initial submittal list for the subdivision plan so that he has the opportunity to comment if necessary. He would also like to be present for the final inspection prior to release of the subdivision.

The Board spent some time reviewing Article II, Section 7 regarding the Performance Guarantee. They suggested that this section be reviewed carefully by Town Counsel. The PA was also asked to request Town Counsel review the language of Art. III, Sec. 1.D.2 regarding limiting the number of lots accessed by a subdivision road.

(Zinicola left at 9:30 p.m. and Yanofsky arrived at 9:40 p.m.)

The Board discussed the possibility of a homeowners' association assuming maintenance of sidewalks or other utilities within the subdivision, similar to what is required in a conservation cluster. The PA was asked to determine if questions concerning this topic would be included in Town Counsel's retainer fee. If so, the Board wished to know if it is legal to require homeowners to assume maintenance responsibilities for sidewalks, drainage and landscaping within a subdivision. The Board also wanted to know if the Town could accept the road while still requiring private maintenance.

Mansfield agreed to forward the section on Footpaths to the Bicycle and Pedestrian Safety Committee for review. Epstein asked Board members to consider a possible planting plan, the stormwater maintenance plan, and possible private maintenance responsibility for the next meeting.

At 10:20 p.m. the Board unanimously adjourned the meeting.

Respectfully submitted,

A handwritten signature in cursive script, reading "Anja M. Stam".

Anja M. Stam
Administrative Assistant